

Transportation Management Project Assistance

Description

This program supports new and/or expanded TDM services that reduce demand for single occupancy vehicles and initiatives at the state, regional and community level, using innovative approaches to reducing traffic congestion. TMP Assistance projects are generally not part of the regular operation of the TDM program, may be used to test new TDM programs or services and have a defined start and end date. TMP Assistance projects must be part of a TDM Plan.

Eligible Recipients

Eligible grant recipients include the following public transportation agencies, including transit properties and TDM/Ridesharing organizations:

- Local and State Government
- Transportation District Commissions
- Public Service Corporations
- Planning District Commissions
- Transportation Management Associations
- Private Corporations may participate in projects through contractual arrangements with eligible recipients

Eligible Expenses

Projects in all areas of TDM are eligible. It is incumbent upon the grantee to check with their DRPT Project Manager to determine if an expense is eligible prior to incurring that expense. Eligible expenses include but are not limited to:

- Projects which increase vehicle occupancy, such as parking management, incentives, employee commute benefits, increased use of public transportation, carpooling, vanpooling and commuting by bicycle
- Vanpool assistance programs
- Employer TDM program incentives
- Significant and specialized marketing programs to increased use of public transportation, carpooling and vanpooling and telework
- Projects that reorient travel to off-peak periods such as flexible work hours
- Projects that reduce demand for travel such as teleworking
- Associated administrative costs such as personnel, office expenses, and advertising

The emphasis areas of the TMP Assistance program generally are:

- Projects that reduce vehicle miles traveled by single occupant vehicles
- Projects that reduce single occupant vehicle travel
- Projects that increase carpooling, vanpooling, transit use, telework and commuting by bicycle
- Projects that involve the private sector and enhance economic development
- Projects that involve improved inter-connectivity among modes
- Projects that increase vehicle occupancy and are responsive to market needs
- Projects that utilize state-of-the-art technology to improve productivity and quality of public transportation and TDM services.

Match Ratio and Limits of Funding

Transportation Management Project Assistance applications are typically funded at the maximum state ratio of 80 percent of eligible expenses. The local match must be cash. Funding for the program comes from the Special Projects fund, which includes funding for DRPT's Transportation Management Project Assistance, Demonstration Assistance, Technical Assistance and Intern programs.

Application Evaluation Process

Applications will be evaluated by DRPT using the following criteria:

- Project Justification – explanation of the need/problem that the project will address
- Planning – documentation that sufficient planning has been conducted to execute the project (not necessary if the application is for conducting a plan)
- Project Scope – approach to addressing the need/problem
- Project Readiness – ability to initiate and substantially complete the project within the fiscal year the funds are being applied for
- Technical Capacity – identification of project management team and ability to execute the project
- Project Budget – ability to execute the project scope within the proposed project budget
- Project Schedule – ability to execute the project scope within the project schedule
- Monitoring and Evaluation Plan – approach to measuring performance and evaluating the results of the project

Upon completion of the evaluation process, DRPT includes the recommended applications and allocation in the Draft Six Year Improvement Program. The CTB approves the release of the draft program to the public for comment and following receipt of public comments, the CTB approves the final Six Year Improvement Program.

Application Procedure

Applications for all State Aid Grant Programs are made online on DRPT's On-Line Grant Application system (OLGA) at: <https://olga.drpt.virginia.gov>. Applicants should use all applicable budget/expense categories in the OLGA application and avoid using the "Other" category.

Required data include:

- Contact information (including Project Manager)
- Project justification
- Planning documentation (including cost estimation methodology)
- Project scope
- Project schedule
- Project budget
- Monitoring and evaluation plan

The application process for the Transportation Management Project Assistance is summarized in the State Aid Grant Program Calendar in Section 3.

In order to ensure that local matching funds will be available for all applications recommended by DRPT for funding, a certification from the Chief Executive Officer of the entity applying for funding must be submitted to DRPT in May prior to the development of the Final Six Year Improvement Program. DRPT will provide future guidance on the form of the certification.